# GENERAL INFORMATION BULLETIN

## Grade 12 Diploma Examinations Program School Year 1988-89

## Student Evaluation and Records

Alberta EDUCATION

Published August 1988

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The *General Information Bulletin* includes directives issued by the Director, Student Evaluation and Records Branch, under the authority of the *Evaluation of Students Regulations* pursuant to the *School Act, Chapter S-3.1, 1988.*

In this bulletin,

a. "Director" means the Director of the Student Evaluation and Records Branch of the Department of Education;

b. "Student" means a student as defined in the *School Act* and/or a student with mature status as defined in the *Junior-Senior High School Handbook.*

Those statements (directives) that are mandatory are marked with the symbol ▌ in the left-hand margin.

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# Section 1:
# INTRODUCTION

**All Grade 12 students in Alberta are required to write at least ONE diploma examination, either English 30 or English 33, to receive a high school diploma.** The Grade 12 Diploma Examinations Program, an integral part of the high school diploma requirements, is intended to develop and maintain excellence in educational standards through certification of academic achievement. The Diploma Examinations Program consists of examinations in selected Grade 12 courses: English 30, English 33, Social Studies 30, Mathematics 30, Biology 30, Chemistry 30, Physics 30, and Français 30 (beginning in 1990).

# Section 2:
# HIGH SCHOOL DIPLOMA COURSE AND CREDIT REQUIREMENTS

## GRADE 12 COURSES

**To obtain credit in any high school course, students must earn a final mark of 50% or better. To obtain credit in a diploma examination course, students must write the appropriate diploma examination and attain a final blended mark of 50% or better, unless exempted by the Director or the Special Cases Committee.** The final blended mark is the average of the school-awarded mark and the diploma examination mark. For example, a student taking Chemistry 30 who receives a mark of 45% from the school and scores 57% on the diploma examination will receive a final blended mark of 51%. That student will therefore earn credit in Chemistry 30 because the final blended mark awarded is over 50%.

## SEPARATE WRITINGS OF PARTS A AND B OF ENGLISH 30 AND 33

**To obtain credit for English 30 or English 33, students must complete both parts A and B of the diploma examination within the same administration period. Students who miss one part of the examination for non-medical reasons must complete the Student Notification of Separate Writing form (see Appendix A, page 22) and submit it to the Student Evaluation and Records Branch prior to the next writing.** Students may write the missed part at one of the two subsequent administrations only upon the recommendation of the principal and the approval of the Director. The mark for the previously completed part will be brought forward to be combined with the new partial mark for a complete examination mark.

## COURSE CREDIT IN FRENCH

A new Français 30 course is scheduled for implementation in 1989-90 as part of the secondary French language arts program for Francophone students. **Students enrolled in Français 30 will be required to write the Français 30 Diploma Examination, which will be administered beginning in January 1990. The Langue et Littérature 30 diploma examination has been discontinued as of August 1988. Students enrolled in Français 30 in the 1988-89 school year are exempted from the requirement of writing the diploma examination.**

## PREVIOUSLY EARNED CREDITS

Alberta Education recognizes all course credits earned prior to September 1, 1984 for the purpose of awarding the General High School Diploma. Students who are registered in Grade 12 may apply any of the previously completed diploma examination subject requirements toward the Advanced High School Diploma provided they have earned a final course mark of 50% or higher.

## RETROACTIVE CREDITS

Alberta Education manages the awarding of all retroactive credits to students who change program routes from the 10-20-30 series to the next higher course in an alternative program route in English, Mathematics, or French. For a complete explanation of this policy, please refer to Appendix B, page 23.

## ADMISSION TO POST-SECONDARY INSTITUTIONS

Students who plan to attend a post-secondary institution should consult the institution's calendar regarding admission requirements and plan their high school programs accordingly. Students may wish to view a new video produced by Alberta Education entitled *A Credit to Yourself: Planning Your High School Program.* Transcript Request forms are available from any high school, any post-secondary institution, or Alberta Education. Students may request that official transcripts be sent directly to any institution or employer by completing the Transcript Request form. Please note that marks from the January, June, and August administrations will be available no later than February 24, July 24, and August 29 respectively.

# Section 3:
# THE GRADE 12 DIPLOMA EXAMINATIONS

## "INFORMATION FOR STUDENTS" BROCHURE

A brochure entitled "Information for Students" has been developed to address general questions or concerns that students may have regarding the Grade 12 Diploma Examinations Program. This brochure is mailed to schools in September for distribution to students. Additional copies are available from the Student Evaluation and Records Branch. (See Appendix L, page 44.)

## FIELD TESTING PROGRAM

The purpose of the Field Testing Program is to validate questions for future diploma examinations. Schools that wish to participate in this program should contact the Field Testing Services of the Student Evaluation and Records Branch. (See Appendix L, page 44.)

A brochure entitled "The Field Testing Program," which explains in greater detail the procedures involved in field testing, is available also from the Student Evaluation and Records Branch.

## FORMAT OF THE DIPLOMA EXAMINATIONS

The Grade 12 diploma examinations, examination blueprints, and scoring guides are based on the provincially prescribed *Program of Studies for Senior High Schools.* All questions and assignments are developed according to curriculum specifications for each diploma examination course. These specifications are distributed to senior high schools by Alberta Education. Revised bulletins containing descriptions of the diploma examinations and any changes to their format, subject matter, or scoring are also distributed to superintendents, principals, counsellors, teachers, and trustees at the beginning of each school year by the Student Evaluation and Records Branch. **School administrators must ensure students have access to the information in these bulletins.**

## REGISTRATION FOR JANUARY OR JUNE DIPLOMA EXAMINATIONS

**<u>High School Students</u>. Students enrolled in Grade 12 diploma examination courses at accredited Alberta high schools shall be registered by their principals to write diploma examinations in those courses. Their candidacy shall be confirmed by their principals on the diploma examination registration checklist issued by the Student Evaluation and Records Branch.**

**<u>Alberta Correspondence School Students</u>. Students enrolled in Grade 12 diploma examination courses at the Alberta Correspondence School must apply to the Alberta Correspondence School to write the diploma examinations. These students must indicate their choice of writing centre (any accredited high school offering**

**Grade 12 diploma examination courses) on the application form provided by the Alberta Correspondence School.** Students should advise the principal of the selected writing centre of their intentions to write a specific diploma examination 30 days prior to writing the examination.

## PROVISIONS FOR STUDENTS WITH MATURE STATUS

Students with mature status may write any diploma examination for 100% of the final mark without having taken formal instruction in the course.

Students who are uncertain about their eligibility for mature student status should obtain verification from the Student Records Unit of the Student Evaluation and Records Branch. (See Appendix L, page 44.) Individual student programs should not be confirmed until the required verification is received. For information regarding eligibility criteria for mature students, refer to the *Junior-Senior High School Handbook*, page 41.

If students with mature status enrol in a diploma examination course at an accredited Alberta high school, the final course mark will be either a blended one or, if the school-awarded mark is less than the diploma examination mark, the final mark will be the diploma examination mark only.

Students with mature status should apply to the Student Evaluation and Records Branch to write diploma examinations in January or June. At the time of application, students with mature status should indicate their choice of writing centre (any accredited high school offering Grade 12 diploma examination courses). They should notify the principal of the high school in which they intend to write the diploma examination(s). The principal should be so advised 30 days prior to the writing date to ensure that space and examination materials will be available.

Application forms may be obtained from any Alberta senior high school, from Regional Offices of Alberta Education, or from the Student Evaluation and Records Branch. For the August administration only, applications are completed at the time of writing.

## WALK-IN STUDENTS

Unregistered students are requested to write at the most conveniently located high school in January and June. Principals must make provisions for possible walk-in students for both the January and June administrations. **Unregistered students must write the August examinations at an August writing centre** (see list on page 7).

**At the time of writing, walk-in students must present a proper identification card that includes a photograph and a signature prior to being permitted to write the examination.** If, however, a student is unable to do so, the student should be allowed one hour to provide proper identification. The examination period may be extended for this student. **This must be recorded on the Principal's Statement and returned to Alberta Education with the examination.**

Results of students who write a diploma examination at a school in which they are not registered in a diploma examination course, will not appear on the summary of that school's marks. The marks of students with mature status are confidential and therefore are not reported to any school. The marks of other walk-in students are reported to the schools in which the students are registered.

## LATE ARRIVALS

Students who arrive more than one hour after the actual starting time of an examination may be allowed to write only if, in the opinion of the supervising teacher, the extenuating circumstances are acceptable or if the students are able to provide a satisfactory reason for being late. **The names of late arrivals must be recorded on the Principal's Statement.**

EXCHANGE STUDENTS

**Exchange students seeking Alberta high school credits for official transcript purposes must write a diploma examination on the same terms as any Alberta student.**

FRENCH TRANSLATIONS

French translations of the diploma examinations are available upon request in Social Studies 30, Mathematics 30, Chemistry 30, Biology 30, and Physics 30. Students who wish to write the French translation of a diploma examination should inform their principals prior to the deadlines established for each examination registration. The principal must note this request on the registration checklist. Students with mature status who wish to write the French translation of a diploma examination should indicate this preference on the application form.

Students writing the French translation of a diploma examination are permitted neither additional writing time nor the use of translation dictionaries.

SECURITY OF THE DIPLOMA EXAMINATIONS

**Superintendents and principals must secure examinations prior to administration. When a breach of security occurs or is suspected, superintendents or principals must immediately notify the Assistant Director, Examination Administration and Support Services or the Co-ordinator, Examination Administration** (see Appendix L, page 44).

**All of the January and June used examination booklets and answer sheets with student responses on them must be returned to the Student Evaluation and Records Branch for marking. Examination booklets and answer sheets used by students are confidential and must be secured by principals and superintendents.**

Unused examination booklets and answer sheets remain in the school. Used Readings and Questions booklets for English 30 Part B, English 33 Part B, and used data booklets remain in the school also. The principal may retain sufficient booklets and make these available to teachers and students upon request.

**The August 1989 examinations remain fully secured after administration. Therefore, Chief Presiding Examiners appointed by the Director, must return all examination materials, used and unused, to Alberta Education. No copies of any August examinations may be retained in any form.**

VIOLATION OF EXAMINATION RULES

**Students must comply with all Examination Rules. Students who violate the Examination Rules may be evicted from the examination, may not have their examinations marked, may be prevented from writing any other Alberta Education examination for a period of one year, and/or may have their transcripts withheld.** Please refer to Appendix C, page 24, for the Examination Rules.

**Immediately following the administration of an examination, the principal must report in writing to the Director any circumstances that may affect the validity of the results of any student or group of students.**

APPEALS

If a student is evicted from an examination by the supervising teacher, that student may appeal the eviction in writing to the Director within seven days of the eviction. The parent of a student, or a student may appeal in writing any decision made by the Director with respect to a violation of the examination rules, to the Assistant Deputy Minister, Student Programs and Evaluation, within 30 days of being notified of the decision.

Any decision made by the Director or the Assistant Deputy Minister under the *Evaluation of Students Regulations* may be appealed in writing by the parent of a student or by the student to the Minister of Education within 60 days of notification of the decision.

MARK CALCULATIONS

Only one mark per course in any one semester will be accepted and added to a student's record. Students are requested to withdraw duplicate registrations (i.e. registration in the same course at two different locations for the same semester) before the end of the term. For a complete delineation of the policies regarding mark calculations, please refer to Appendix D: Processing of Marks for Results Statements, Transcripts, and Diplomas on page 26.

# Section 4:
# SPECIAL PROVISIONS

STUDENTS WITH A PHYSICAL AND/OR LEARNING DISABILITY

Because of our commitment to the provision of equitable access to educational opportunities for all students, Alberta Education wishes to ensure that every reasonable effort is made to meet the needs of all Alberta students. Therefore, students who have a physical or learning disability must be given a reasonable opportunity to demonstrate their competencies in diploma examination subjects. To that end, Alberta Education has developed the *Special Examination Provisions for Students With a Learning Disability Policy* and the *Special Examination Provisions for Students With a Physical Disability Policy* that acknowledge the special needs of these students who wish to take diploma examinations.

Students who have physical disabilities or have been assessed as having specific learning disabilities may be granted one or more of the following special provisions for writing the diploma examinations:

a. services of a scribe;
b. tape-recorded versions of examinations to accompany printed versions (the necessity to permit a reader is obviated by this provision);
c. use of a word processor, typewriter, or versabrailler;
d. use of a tape recorder or dictaphone in lieu of a scribe;
e. services of a person skilled in using sign language to sign examination questions only;
f. specially printed examinations (e.g. large print, braille);
g. additional writing time;
h. exemption from writing; and
i. other adjustments as approved by the Special Cases Committee on special request

**The principal must submit written application to the Executive Secretary of the Special Cases Committee of Alberta Education for special provisions.** Please refer to Appendices F and G for the policy statements regarding special examination provisions (see pages 31-38). **Each application must be substantiated by copies of student records, medical certificates, and formal assessments by qualified professionals. This application must be forwarded as far in advance of the writing date as possible, preferably within 30 days. Requests for examinations in large print, braille, or audio cassette must be received at least 90 days in advance of the writing date.**

CERTIFICATE OF ILLNESS

The Certificate of Illness is provided to principals for use when students are unable to write one or more of the diploma examinations for valid medical reasons. The certificate, developed in consultation with the Alberta College of Physicians and Surgeons, standardizes the format of the medical information required by the Special Cases Committee. Please refer to Appendix H, page 39, for a sample of the Certificate of Illness.

Principals are requested to provide copies of the Certificate of Illness to students as the need arises. Students will present the certificate to their doctor for completion of the first section and then return it to the principal. Principals will complete the second section and forward the certificate to the Executive Secretary of the Special Cases Committee.

The Special Cases Committee is willing to accept other personalized medical certificates provided that, in the judgment of the principal, the certificate explicitly states that the student was unable to write the diploma examination(s) for valid medical reasons.

When bereavement in the immediate family prevents a student from writing on the scheduled date, the student may apply through the principal for special consideration by the Special Cases Committee.

**If a student chooses to write an examination despite serious illness, accident, or bereavement, the principal must notify Alberta Education on the Principal's Statement.** In each of the above cases, the formal request for consideration should be forwarded to the Executive Secretary of the Special Cases Committee within 30 days. Further information concerning the operations of the Special Cases Committee may be found in the *Junior-Senior High School Handbook*, page 44.

## SPECIAL WRITING CENTRES

Students who are outside the province of Alberta during the January and June diploma examination administrations may be permitted to write at a Special Writing Centre if:

a. they are participating in a significant educational or cultural activity, such as a national or international competition in athletics or music; or
b. they live outside the province and are taking courses through the Alberta Correspondence School; or
c. they have moved outside the province permanently or temporarily after having taken instruction in an accredited high school in Alberta, and are unable to write the examination in Alberta; and if
d. a presiding examiner, acceptable to the Director of the Student Evaluation and Records Branch, is available to administer the examination. The presiding examiner could be, for example, a school principal, teacher, member of the clergy, police officer, or military officer. The presiding examiner shall not be a relative, a past teacher, or a present teacher of the candidate.

**Special writing centres are not permitted for administration of diploma examinations in August.**

Students may apply to write at a Special Writing Centre through a letter of application submitted to the Executive Secretary of the Special Cases Committee. **The application must be received at least 30 days in advance of the writing date for a proposed location within Canada or the United States. At least 60 days advance notice is required if consideration is to be given to an application for a writing centre outside of Canada or the United States. Students who are on vacation or an organized tour are not eligible to write a diploma examination outside of Alberta.**

Please refer to Appendix I, page 40, for a sample of the Special Writing Centre application form. Forms are available upon request from the Student Evaluation and Records Branch. Requests by way of letter must provide the essential information required on the form.

**The additional costs incurred with the establishment and administration of an examination at a special writing centre are the responsibility of the student.**

# Section 5:
# ADMINISTRATION OF DIPLOMA EXAMINATIONS

## JANUARY AND JUNE 1989 WRITING CENTRES

The January and June examinations are administered in all accredited senior high schools that offer Grade 12 diploma examination courses; the August examinations are administered in writing centres designated by the Student Evaluation and Records Branch.

## AUGUST 1989 WRITING CENTRES

Students who wish to write a diploma examination in August will register on the date of each diploma examination. Application forms for the August administration are not provided to schools in advance. All students will write at one of the writing centres listed below. Only summer school teachers offering diploma examination courses will register their students prior to the administration. Summer schools will be considered writing centres for their students unless Alberta Education is notified otherwise. Students should arrive at a writing centre at least 30 minutes in advance of the published examination start time to complete registration requirements.

## AUGUST 1989 WRITING CENTRES

| CODE | AUGUST WRITING CENTRES |
|---|---|
| 2601 | Athabasca (Edwin Parr HS) |
| 2301 | Barrhead (Lorne Jenken HS) |
| 2950 | Bonnyville (Bonnyville Centralized HS) |
| 6740 | Brooks (Brooks Composite HS) |
| 9996 | Calgary (SAIT Senator Burns Building N105) |
| 4822 | Castor (Gus Wetter HS) |
| 5725 | Drumheller (Drumheller Composite HS) |
| 7996 | Edmonton (NAIT Administration Building E102) |
| 2002 | Edson (Parkland Composite HS) |
| 2008 | Evansburg (Grand Trunk HS) |
| 1840 | Fort McMurray (Fort McMurray Composite HS) |
| 1141 | Grande Prairie (Grande Prairie Composite HS) |
| 1703 | High Level (High Level Public School) |
| 1606 | High Prairie (E. W. Pratt School) |
| 2011 | Hinton (Harry Collinge HS) |
| 6466 | Lethbridge (Winston Churchill HS) |
| 6850 | Medicine Hat (Medicine Hat HS) |
| 1511 | Peace River (Peace River HS) |
| 6122 | Pincher Creek (Matthew Halton Community School) |
| 4444 | Red Deer (Lindsay Thurber HS) |
| 2722 | Smoky Lake (H. A. Kostash HS) |
| 3610 | Vegreville (Vegreville Composite HS) |
| 5410 | Vulcan (County Central HS) |
| 3909 | Wainwright (Wainwright HS) |
| 2411 | Westlock (Richard F. Staples HS) |
| 3144 | Wetaskiwin (Wetaskiwin Composite HS) |

NORTHWEST TERRITORIES - Writing centres in the Northwest Territories will be designated as needed. Please contact Mr. K. Norton, Department of Education, Yellowknife, Northwest Territories, 873-7458.

GRADE 12 DIPLOMA EXAMINATIONS SCHEDULE, 1989

JANUARY 1989

| DATE | TIME | SUBJECT |
|---|---|---|
| Wednesday, January 11 | 9:00 -- 11:30 am | English 30 Part A* |
| | | English 33 Part A* |
| Thursday, January 26 | 9:00 -- 11:30 am | Social Studies 30 |
| | 1:00 -- 3:30 pm | Chemistry 30 |
| Friday, January 27 | 9:00 -- 11:00 am | English 30 Part B |
| | | English 33 Part B |
| | 1:00 -- 3:30 pm | Physics 30 |
| Monday, January 30 | 9:00 -- 11:30 am | Mathematics 30 |
| | 1:00 -- 3:30 pm | Biology 30 |

JUNE 1989

| DATE | TIME | SUBJECT |
|---|---|---|
| Wednesday, June 14 | 9:00 -- 11:30 am | English 30 Part A* |
| | | English 33 Part A* |
| Friday, June 23 | 9:00 -- 11:30 am | Social Studies 30 |
| | 1:00 -- 3:30 pm | Chemistry 30 |
| Monday, June 26 | 9:00 -- 11:00 am | English 30 Part B |
| | | English 33 Part B |
| | 1:00 -- 3:30 pm | Physics 30 |
| Tuesday, June 27 | 9:00 -- 11:30 am | Mathematics 30 |
| Wednesday, June 28 | 9:00 -- 11:30 am | Biology 30 |

AUGUST 1989

| DATE | TIME | SUBJECT |
|---|---|---|
| Monday, August 14 | 9:00 -- 11:30 am | English 30 Part A* |
| | | English 33 Part A* |
| | 1:00 -- 3:00 pm | English 30 Part B |
| | | English 33 Part B |
| Tuesday, August 15 | 9:00 -- 11:30 am | Social Studies 30 |
| | 1:00 -- 3:30 pm | Chemistry 30 |
| Wednesday, August 16 | 9:00 -- 11:30 am | Biology 30 |
| | 1:00 -- 3:30 pm | Mathematics 30 |
| Thursday, August 17 | 9:00 -- 11:30 am | Physics 30 |

*Part A denotes the written-response sections of the English 30 and English 33 examinations.

GRADE 12 DIPLOMA EXAMINATIONS SCHEDULE, 1990

JANUARY 1990

| DATE | TIME | SUBJECT |
|---|---|---|
| Wednesday, January 10 | 9:00 -- 11:30 am | English 30 Part A* |
| | | English 33 Part A* |
| Thursday, January 11 | 9:00 -- 11:30 am | Français 30 Partie A* |
| Thursday, January 25 | 9:00 -- 11:00 am | Français 30 Partie B |
| Friday, January 26 | 9:00 -- 11:30 am | Social Studies 30 |
| | 1:00 -- 3:30 pm | Chemistry 30 |
| Monday, January 29 | 9:00 -- 11:00 am | English 30 Part B |
| | | English 33 Part B |
| | 1:00 -- 3:30 pm | Physics 30 |
| Tuesday, January 30 | 9:00 -- 11:30 am | Mathematics 30 |
| | 1:00 -- 3:30 pm | Biology 30 |

JUNE 1990

| DATE | TIME | SUBJECT |
|---|---|---|
| Wednesday, June 13 | 9:00 -- 11:30 am | English 30 Part A* |
| | | English 33 Part A* |
| Thursday, June 14 | 9:00 -- 11:30 am | Français 30 Partie A* |
| Thursday, June 21 | 9:00 -- 11:00 am | Français 30 Partie B |
| Friday, June 22 | 9:00 -- 11:30 am | Social Studies 30 |
| | 1:00 -- 3:30 pm | Chemistry 30 |
| Monday, June 25 | 9:00 -- 11:00 am | English 30 Part B |
| | | English 33 Part B |
| | 1:00 -- 3:30 pm | Physics 30 |
| Tuesday, June 26 | 9:00 -- 11:30 am | Mathematics 30 |
| Wednesday, June 27 | 9:00 -- 11:30 am | Biology 30 |

AUGUST 1990

| DATE | TIME | SUBJECT |
|---|---|---|
| Monday, August 13 | 9:00 -- 11:30 am | English 30 Part A* |
| | | English 33 Part A* |
| | 1:00 -- 3:00 pm | English 30 Part B |
| | | English 33 Part B |
| Tuesday, August 14 | 9:00 -- 11:30 am | Social Studies 30 |
| | 1:00 -- 3:30 pm | Chemistry 30 |
| Wednesday, August 15 | 9:00 -- 11:30 am | Biology 30 |
| | 1:00 -- 3:30 pm | Mathematics 30 |
| Thursday, August 16 | 9:00 -- 11:30 am | Physics 30 |
| Friday, August 17 | 9:00 -- 11:30 am | Français 30 Partie A* |
| | 1:00 -- 3:00 pm | Français 30 Partie B |

*Part A and Partie A denote the written-response sections of the English 30, English 33, and Français 30 examinations.

GRADE 12 DIPLOMA EXAMINATIONS SCHEDULE, 1991

JANUARY 1991

| DATE | TIME | SUBJECT |
|---|---|---|
| Wednesday, January 9 | 9:00 -- 11:30 am | English 30 Part A* |
| | | English 33 Part A* |
| Thursday, January 10 | 9:00 -- 11:30 am | Français 30 Partie A* |
| Thursday, January 24 | 9:00 -- 11:30 am | Social Studies 30 |
| | 1:00 -- 3:30 pm | Chemistry 30 |
| Friday, January 25 | 9:00 -- 11:00 am | English 30 Part B |
| | | English 33 Part B |
| | 1:00 -- 3:30 pm | Physics 30 |
| Monday, January 28 | 9:00 -- 11:30 am | Mathematics 30 |
| | 1:00 -- 3:30 pm | Biology 30 |
| Tuesday, January 29 | 9:00 -- 11:00 am | Français 30 Partie B |

JUNE 1991

| DATE | TIME | SUBJECT |
|---|---|---|
| Wednesday, June 12 | 9:00 -- 11:30 am | English 30 Part A* |
| | | English 33 Part A* |
| Thursday, June 13 | 9:00 -- 11:30 am | Français 30 Partie A* |
| Thursday, June 20 | 9:00 -- 11:30 am | Social Studies 30 |
| | 1:00 -- 3:30 pm | Chemistry 30 |
| Friday, June 21 | 9:00 -- 11:00 am | English 30 Part B |
| | | English 33 Part B |
| | 1:00 -- 3:30 pm | Physics 30 |
| Monday, June 24 | 9:00 -- 11:30 am | Mathematics 30 |
| Tuesday, June 25 | 9:00 -- 11:30 am | Biology 30 |
| Wednesday, June 26 | 9:00 -- 11:00 am | Français 30 Partie B |

AUGUST 1991

| DATE | TIME | SUBJECT |
|---|---|---|
| Monday, August 12 | 9:00 -- 11:30 am | English 30 Part A* |
| | | English 33 Part A* |
| | 1:00 -- 3:00 pm | English 30 Part B |
| | | English 33 Part B |
| Tuesday, August 13 | 9:00 -- 11:30 am | Social Studies 30 |
| | 1:00 -- 3:30 pm | Chemistry 30 |
| Wednesday, August 14 | 9:00 -- 11:30 am | Biology 30 |
| | 1:00 -- 3:30 pm | Mathematics 30 |
| Thursday, August 15 | 9:00 -- 11:30 am | Physics 30 |
| Friday, August 16 | 9:00 -- 11:30 am | Français 30 Partie A* |
| | 1:00 -- 3:00 pm | Français 30 Partie B |

*Part A and Partie A denote the written-response sections of the English 30, English 33, and Français 30 examinations.

SIGNIFICANT DATES

| | |
|---|---|
| October 14, 1988 | • Deadline for new jurisdiction requests for reporting results by instructional group<br>• Deadline for mailing lists of eligible markers for the January 1989 administration |
| October 21, 1988 | • Alberta Education distributes diploma examination registration checklist forms and application forms to senior high schools for the January administration |
| October 28, 1988 | • Deadline for special provision requests (i.e. large print, braille, audio cassette) for January 1989 administration (see policy, Appendices E and F) |
| November 7, 1988 | • Deadline for mailing the diploma examinations application forms to the Student Evaluation and Records Branch<br>• Deadline for mailing requests for French translations for the January administration<br>• Application mailing deadline for students with mature status and students wishing to rewrite any examination during the January 1989 administration |
| November 12, 1988 | • Deadline for mailing applications for Special Writing Centres outside of Canada or the United States |
| November 14, 1988 | • Deadline for mailing the diploma examinations checklists to the Student Evaluation and Records Branch |
| December 9, 1988 | • Markers are notified of participation in the January marking session |
| December 12, 1988 | • Deadline for mailing applications for Special Writing Centres located within Canada or the United States |
| January 3, 1989 | • Alberta Education ships diploma examination materials to the central offices of all school jurisdictions |
| January 5, 1989 | • Schools contact the jurisdiction office if they have not yet received their examinations<br>• Contact the Student Evaluation and Records Branch if there are errors or omissions in the shipment |
| January 6, 1989 | • Alberta Education distributes the Diploma Examination School Marks Checklist |
| January 11, 1989<br>January 26-30, 1989 | • Diploma examinations are administered according to the schedule |
| January 12, 1989 | • Return to Alberta Education all English 30 Part A and English 33 Part A examination materials completed by students |
| January 25, 1989 | • School-awarded marks for students receiving instruction and registered to write the January diploma examinations are to be postmarked or delivered to Alberta Education no later than 4:00 p.m. on this date<br>• Principals should have a method in place for informing students of the school-awarded mark submitted to Alberta Education |

| | |
|---|---|
| January 30-<br>February 4, 1989 | • Marking session for the January administration of English 30 Part A and English 33 Part A examinations |
| January 31, 1989 | • Return to Alberta Education all examination materials completed by students |
| February 6-11, 1989 | • Marking session for other diploma examinations |
| February 24, 1989 | • Results statements for the January administration are distributed to students |
| February 27, 1989 | • Transcripts are distributed to students |
| March 10, 1989 | • Alberta Education distributes diploma examination registration checklists and application forms to senior high schools for the June administration |
| March 14, 1989 | • Deadline for January rescoring requests |
| March 24, 1989 | • Deadline for mailing the diploma examination registration checklists |
| March 25, 1989 | • Deadline for special provision requests (i.e. large print, braille, audio cassette) for the June 1989 administration (see policy, Appendices E and F) |
| March 27, 1989 | • January rescore results are distributed to students |
| March 31, 1989 | • Deadline for mailing lists of eligible markers for the July/August marking sessions |
| April 7, 1989 | • Deadline for mailing requests for French translations<br>• Application mailing deadline for students with mature status and students wishing to rewrite any examination during the June 1989 administration |
| April 24, 1989 | • Deadline for mailing applications for Special Writing Centres located outside of Canada or the United States |
| May 15, 1989 | • Markers are notified of participation in the July and August marking sessions |
| May 16, 1989 | • Deadline for special provision requests (i.e. large print, braille, audio cassette) for the August 1989 administration |
| May 24, 1989 | • Deadline for mailing applications for Special Writing Centres located within Canada or the United States |
| May 29, 1989 | • Alberta Education ships diploma examination materials to the central offices of all school jurisdictions |
| June 2, 1989 | • Schools contact the jurisdiction office if they have not yet received their examinations<br>• Contact the Student Evaluation and Records Branch if there are errors or omissions in the shipment<br>• Alberta Education distributes the Diploma Examination School Marks Checklist |

| | |
|---|---|
| June 14, 1989<br>June 23-28, 1989 | • Diploma examinations are administered according to the schedule |
| June 15, 1989 | • Return to Alberta Education all English 30 Part A and English 33 Part A examination materials completed by students |
| June 22, 1989 | • School-awarded marks for students receiving instruction and registered to write the June diploma examinations are to be postmarked or delivered to Alberta Education no later than 4:00 p.m. on this date<br>• Principals should have a method in place for informing students of the school-awarded mark submitted to Alberta Education |
| June 28, 1989 | • Return to Alberta Education all examination materials completed by students |
| July 4, 1989 | • Deadline for registration of summer school students |
| July 4-14, 1989 | • Marking session for the June administration |
| July 24, 1989 | • Results statements for the June administration and transcripts are distributed to students |
| August 2, 1989 | • Alberta Education distributes the Diploma Examination School Marks Checklist to summer schools<br>• Alberta Education ships diploma examination materials to all designated August writing centres |
| August 13, 1989 | • School-awarded marks for students receiving instruction and registered to write the August diploma examinations are to be postmarked or delivered to Alberta Education no later than 4:00 p.m. on this date<br>• Principals should have a method in place for informing students of the school-awarded mark submitted to Alberta Education |
| August 14-17, 1989 | • Diploma examinations are administered according to the schedule<br>• Return to Alberta Education all examination materials completed by students after each day of writing |
| August 14, 1989 | • Deadline for June rescoring requests |
| August 17-19, 1989 | • Marking session for the August administration |
| August 25, 1989 | • June rescore results are distributed to students |
| August 29, 1989 | • Results statements for the August administration and transcripts are distributed to students |
| September 19, 1989 | • Deadline for August rescoring requests |
| October 2, 1989 | • August rescore results are distributed to students |

# Section 6:
# PROCEDURES FOR ADMINISTRATION AND MARKING

## DISTRIBUTION, ADMINISTRATION, AND COLLECTION OF EXAMINATIONS

- **For the January and June writings, the superintendent is responsible for the distribution, administration, and collection of the diploma examinations within his/her jurisdiction.**

- **Principals must confirm student registration in diploma examination courses by completing the registration checklist sent to schools in October 1988 and February 1989. This checklist, and any completed application forms, must be submitted to the Student Evaluation and Records Branch prior to the deadlines established for each examination registration.**

- **The principal is responsible for the administration of diploma examinations within the school. The principal must keep all examination materials secure and is responsible for the security, supervision, and conduct of all the examinations.** The *Diploma Examinations Program: Directives for Administration* manual is distributed to superintendents and principals approximately one month before the administration of the diploma examinations.

- **Teachers must not supervise an examination of any course that they are teaching or have taught, unless there are exceptional circumstances.** To depart from this rule, a principal must obtain approval from the Director of Student Evaluation and Records Branch.

A new policy regarding the use of calculators during tests and examinations was issued in July 1988. Please refer to Appendix J, page 41, for the detailed policy.

- **Once the scheduled examinations have been administered, the superintendent is responsible for collecting all examination materials and forwarding them to the Student Evaluation and Records Branch.** Further details regarding the administration and shipping procedures of diploma examinations can be found in the *Directives for Administration*.

## PRIVATE SCHOOLS

- **The Regional Offices of Alberta Education are responsible for the distribution, administration, and collection of diploma examinations in private schools.**

## SUBMISSION OF SCHOOL-AWARDED MARKS

- **School-awarded marks must be delivered to the Student Evaluation and Records Branch or to the Regional Offices of Alberta Education no later than 4:00 p.m. on January 25, June 22, and August 13, 1989, or if mailed, to be postmarked no later than these dates. Principals must inform all students of their school marks by these dates. School-awarded marks shall be in percentage points rounded to the nearest whole number and shall be entered on the School Marks Checklist.**

## MARKING OF EXAMINATIONS

Qualified teachers are assigned to mark the written-response sections of the examinations. To be eligible to mark, a teacher must have taught the course for two or more years, be teaching the course in the current year, and have a valid Alberta Permanent Professional Certificate. To be selected as markers by the Student Evaluation and Records Branch, teachers must be recommended by their superintendents. Teachers interested in being recommended as markers should indicate their interest to their principals as early as possible in September. The principals will then contact the superintendents with their recommendations. The Student Evaluation and Records Branch examination managers select markers from lists of recommended markers submitted by superintendents.

Superintendents are requested to provide the Student Evaluation and Records Branch with their recommendations of eligible markers by October 14, 1988 for January, and by March 31, 1989 for July and August. Teachers selected as markers for the January, July, and August marking sessions will be notified by December 9 and May 15 respectively. It is expected that a minimum of one teacher will be recommended for every 40 students registered to write English 30, English 33, and Social Studies 30. In each of the other subjects, it is expected that a minimum of one teacher will be recommended for every 100 students registered to write the examinations.

## MARKING DATES

| | January 1989 Administration | June 1989 Administration | August 1989 Administration |
|---|---|---|---|
| English 30 (Part A) | Jan. 30-Feb. 4 | July 4-14 | Aug. 17-19 |
| English 33 (Part A) | Jan. 30-Feb. 3 | July 4-12 | Aug. 18-19 |
| Social Studies 30 | Feb. 6-10 | July 4-10 | Aug. 18-19 |
| Biology 30 | Feb. 9-11 | July 11-13 | Aug. 18-19 |
| Chemistry 30 | Feb. 9-11 | July 11-13 | Aug. 18-19 |
| Mathematics 30 | Feb. 9-11 | July 11-13 | Aug. 18-19 |
| Physics 30 | Feb. 9-11 | July 11-13 | Aug. 18-19 |

# Section 7:
# DIPLOMA EXAMINATION RESULTS

## REPORTING THE RESULTS

Reporting to Students. Students who write Grade 12 diploma examinations receive their results from the Student Evaluation and Records Branch in the form of a results statement. In 1989, results statements for the January, June, and August administrations will be mailed to students no later than February 24, July 24, and August 29 respectively.

The results statements and official transcripts are annotated with respect to exemptions from writing and the use of any special provisions by students with learning or physical disabilities. **To facilitate the correct annotation, principals must complete the appropriate section of the Principal's Statement.**

Students should note the information regarding the rescoring of examinations on the back of the results statements.

Alberta EDUCATION

**GRADE 12 DIPLOMA EXAMINATION RESULTS STATEMENT**

| ALBERTA EDUCATION IDENTIFICATION NO. | BIRTHDATE YEAR MONTH DAY |
|---|---|
| 1234-5678-9 | 69 04 04 |

| COURSE SCHOOL | COURSE CODE | COURSE NAME | SCHOOL MARK | EXAM MARK | FINAL MARK |
|---|---|---|---|---|---|
| 1234 | 3100 | English 30 | 40 | 60 | 50 |

NSM No school mark received  NW Examination not written
NA Not applicable  INC No final mark calculated

RESCORE APPLICATION DEADLINE

The report, *Individual Student Scores by Reporting Category*, will provide scores on examination sub-scales, enabling students to decide whether to request a rescore of an examination. This report will be issued to principals at the same time that results statements and transcripts are mailed to students in February and July. Pertinent sections of this report should be made available to individual students upon request.

Reporting to Schools. At the same time that results statements are released to students, the Student Evaluation and Records Branch mails a list of student marks to each school. In addition, confidential statistical reports on student achievement in each diploma examination course in a school are released to the principal as soon as possible after each administration. August examination results are reported only to accredited summer schools that offer diploma examination courses. If the principal of a school requires copies of previous reports, please contact a Regional Office of Education.

Reporting Results by Instructional Group. School jurisdictions have the option of having diploma examination results reported by instructional group, i.e. at the class level. This service is available upon written request by the superintendents for all schools within their jurisdiction. New requests should be made to the Student Evaluation and Records Branch by October 14, 1988.

Reporting to School Jurisdictions. When results statements are released to students, each jurisdiction receives a list of marks for its students. Statistical reports to jurisdictions are released as soon as possible after each administration.

Reporting to the Public. A provincial report is released in the latter part of March and in mid-September for the January and June administrations respectively. This report includes provincial parameters for the student population writing during the January and June administrations.

## DIPLOMA EXAMINATION REPORTS

The following reports are distributed by the Student Evaluation and Records Branch.

| NAME OF REPORT | CONTENT | DISTRIBUTION SUPT. | PRINC. | STUDENTS | DIST. TIME AFTER ADMIN. (IN WEEKS) | PREVIOUS NAME (IF NAME CHANGED) |
|---|---|---|---|---|---|---|
| PROVINCIAL DISTRIBUTION OF MARKS | provincial distribution of student grades by course, with the final blended marks, and compared to those of one year ago | x | x | | 3.5 | Distribution of Student Marks in Diploma Exams or "the green sheets" |
| LIST OF STUDENT RESULTS | school, exam, and final mark for all students, in alphabetical order | | | | | Jurisdiction Summary |
| | — by school | | x | | 3.5 | |
| | — by each school in a jurisdiction | x | | | 3.5 | |
| INDIVIDUAL STUDENT SCORES BY REPORTING CATEGORY[1] | breakdown of total raw scores to show multiple-choice and written-response raw scores obtained by all students, in alphabetical order | | | | | School or Instructional Group Report[2]: student subscale results |
| | — by school | | x | | 3.5 | |
| | — by each school in a jurisdiction | x | | | 3.5 | |
| GRADE 12 DIPLOMA EXAMINATION RESULTS STATEMENT | school, exam and final mark in each diploma course taken by a student | | | x | 3.5 | |
| DIPLOMA EXAMINATION PROVINCIAL REPORT | provincial distribution of student grades by courses, provincial summary of scores by reporting category in each diploma course, multiple-choice key in each diploma course, and guidelines for interpretation | x | x | | 8 | |
| JURSIDICTION REPORT | summary of scores by reporting category at the jurisdiction level | x | | | 8 | |
| SCHOOL REPORT | summary of scores by reporting category at the school level | x | x | | 8 | |
| INSTRUCTIONAL GROUP REPORT[2] | summary of scores by reporting category at the instructional group level | x | x | | 8 | |

[1]Individualized information in the report Individual Student Scores by Reporting Category should be made available to students, upon request, to aid them in determining whether to request a rescore of an examination.

[2]The Instructional Group Report is supplied when requested by the Superintendent and when applicable. It is applicable if there is more than one instructional group, usually a class, in any diploma course and group identifiers have been submitted by the school.

APPEAL PROVISIONS

Students who are dissatisfied with a school-awarded mark may:

a. appeal to the principal under the appeal policy set by the local school board; or
b. repeat the course.

**School mark changes with respect to diploma examination courses must be reported to Alberta Education prior to the official release date of the results statements for the respective administration, i.e. prior to February 24, July 24, or August 29.**

Students who are dissatisfied with a Grade 12 diploma examination mark may:

a. request in writing to the Director of the Student Evaluation and Records Branch that the examination be rescored; or
b. rewrite the examination at a later administration date.

Repeating the Course. Students may repeat the course to obtain a new school mark. In such cases, the most recent examination mark will be brought forward to be blended with the new school mark to create a new final blended mark. These marks are recorded on a new results statement.

Rescoring the Examination. **Students who decide to have an examination rescored must ensure that their application is received before the deadline date specified on the results statement and pay a $20.00 fee for each examination to be rescored. Rescore requests must be received no later than March 14, August 14, and September 19 for the January, June, and August 1989 administrations respectively.**

If the rescoring results in an increase of 5% or more in the diploma examination mark, the $20.00 fee will be refunded. When students are being advised as to the advantage of rescoring, it is important to inform them that the amount of change in rescored examination marks, on the average, has been quite small.

Students can obtain multiple-choice and written-response scores of their examinations from their school principals, or from the Regional Offices of Alberta Education, approximately three to five weeks following administration of the examinations. Students with mature status and students not registered with the school at which they wrote may apply to the Student Evaluation and Records Branch to receive their multiple-choice and written-response scores. To ensure confidentiality of the results, these scores will be issued in writing only and will not be provided by telephone. Since rescoring almost never results in a change of a multiple-choice score, students are advised to review their written-response score when considering an application for rescoring.

**The mark resulting from rescoring will be considered the final examination mark whether the mark is lowered or raised.** The most recent school mark in the subject achieved within the current or previous two school years will be brought forward to be blended with the rescored examination mark and recorded on a new results statement. (Please refer to Appendix D, page 26.) School officials will be notified of the rescore marks for their students by way of a photocopy of the results statement sent to their students.

Rewriting the Examination: Students may rewrite a diploma examination to improve their mark at any regularly scheduled administration. Students should fill out an application form to register to rewrite in January or June. Application forms may be obtained from high schools, from the Regional Offices of Alberta Education, or from the Student Evaluation and Records Branch. There is no fee for rewriting a diploma examination.

Students who wish to rewrite a diploma examination should notify the principal of the high school in which they intend to write at least one month prior to the writing date to ensure that space and examination materials will be available. Students wishing to write or rewrite an examination in August will register on the date of administration for each diploma examination.

For students who choose to rewrite a diploma examination, the most recent school mark will be brought forward and blended with the new examination mark to create a final blended mark. These marks will be recorded on a results statement. **Students who rewrite an English 30 or English 33 examination must rewrite both parts of the examination.**

Students may appeal any decision made with respect to these appeal provisions to the Special Cases Committee.

All enquiries regarding the administration of diploma examinations, diploma examination marks, and the results statements should be directed to:

Assistant Director
Examination Administration
Student Evaluation and Records Branch
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2
Telephone: 427-5306

## TRANSCRIPTS AND DIPLOMAS

**Students must submit a written request to obtain a high school transcript or to have a transcript forwarded to a post-secondary institution or prospective employer.** Transcript Request forms are available from any high school, any post-secondary institution, or Alberta Education (see Appendix L, page 44).

Effective January 1, 1989, students' official transcripts will report only the highest final mark achieved by students in a high school credit course. For diploma examination courses, Alberta Education will report the highest final mark by pulling forward from the current and previous two school years the highest school mark in a diploma examination course and combining it with the highest examination achievement in the respective course within the same period. Please refer to Appendix E, page 29.

When students have completed the prescribed courses and have accumulated the required minimum of 100 credits, Alberta Education will issue the appropriate high school diploma. The diploma will indicate the courses completed, the final marks, and the total number of credits earned at the time the diploma is issued. Any subsequent course and credit achievement will be recorded on an updated, official transcript.

# APPENDICES

**Appendix A**

## STUDENT NOTIFICATION OF SEPARATE WRITING

Alberta Education

## FOR PART A/B OF AN ENGLISH 30/33 DIPLOMA EXAMINATION

TO : Director, Student Evaluation And Records Branch, Alberta Education
11160 Jasper Avenue, Edmonton, Alberta, T6K 0L2

DATE: _____

ALBERTA EDUCATION I.D. _____ BIRTHDATE _____ SEX ____
(Year) (Month) (Day) (M/F)

STUDENT _____ _____
(Surname) (First & Middle Names)

FORMER NAME (if applicable) _____

PERMANENT ADDRESS _____
(Street) (City or Town)

POSTAL CODE _____ TELEPHONE NUMBER ( ) _____

SCHOOL _____ _____
(Name) (Town or City)

I wrote only _____ PART ____ in _____ ,19 ____
(English 30/English 33) (A/B) (Jan, Jun, Aug)

I intend to write the remaining part in _____ ,19 ____
(Jan, Jun, Aug)

REASON FOR SEPARATE WRITING : _____

_____

_____

_____
Student's Signature

**I certify that the above student has a justifiable reason for requesting a separate writing (according to the policy specified on page 1 of the General Information Bulletin).**

_____
PRINCIPAL'S SIGNATURE

N.B. : Failure to provide this advance warning of your intention to write only one part of an English 30 or 33 examination may result in the delayed issuance of your results statement and transcript.

Appendix B

## ALBERTA EDUCATION MANAGEMENT OF THE AWARDING OF RETROACTIVE CREDITS

### BACKGROUND

A new provision was introduced in the 1986-87 school year with respect to regular students who change program routes from the 10-20-30 series to the next higher course in an alternative program route in English, Mathematics, or French. According to this policy, students who fail to achieve a mark of 50 per cent in a course in a 10-20-30 program may continue at the next higher level in an alternative program route (e.g. Mathematics 10 to Mathematics 23) subject to the approval of the school principal and in accordance with policies established by each School Board. In such instances, students who successfully complete the next higher level course (e.g. Mathematics 23) will be granted credit in the prerequisite course in that sequence (i.e. Mathematics 13).

### PROCEDURE

Alberta Education will automatically manage the awarding of all retroactive credits.

School principals will be advised regularly whenever the policy of retroactive credits applies to a student's record. However, under this policy school administrators are requested to devise a method of informing students when such additions are made.

Principals retain the responsibility for determining eligibility for promotion according to school board policy, for programming students into higher level courses, and for reporting to students their final marks in the alternative higher level course.

### CONDITIONS FOR AWARDING RETROACTIVE CREDITS

A student will be awarded retroactive credits automatically by Alberta Education when all of the following criteria are met:

1. The student is registered by the principal in an approved course and receives instruction in the course in Semester "A" or Year "A";

2. At the end of Semester "A" or Year "A", the principal reports to the Student Evaluation and Records Branch that the student has FAILED in the registered course. (A MARK OF LESS THAN 50 PER CENT MUST BE REPORTED TO THE STUDENT EVALUATION AND RECORDS BRANCH AND RECORDED ON THE STUDENT'S FILE IN ORDER FOR THE STUDENT TO BE ELIGIBLE FOR RETROACTIVE CREDITS.)

3. Pursuant to a specific School Board promotion policy, the student is registered by the principal in the next higher level course in an alternative program route in the following Semester "B" or Year "B"; and

4. The principal subsequently submits to the Student Evaluation and Records Branch, in the appropriate reporting period for Semester "B" or Year "B", a pass mark in the higher level alternative course completed.

Please note that, in the above criteria, the reference to "Semester/Year A" and "Semester/Year B" is intended to emphasize that sequential registration and instruction are essential requirements of the new provision.

For information regarding the courses eligible for retroactive credits under this new provision, refer to the *Junior-Senior High School Handbook*, page 20.

Appendix C

## EXAMINATION RULES

ALL STUDENTS MUST COMPLY WITH THESE RULES.

1. Student Identification
   Personal identification with a signature and a photograph will be requested. One of the following documents will be acceptable: driver's licence, passport, or students' union card. No student must write or attempt to write an examination under a false or fictitious identity, nor knowingly provide false information on an application form.

2. Time
   Examinations must be written during the specified times. Students may not hand in a paper until at least one hour of the examination time has elapsed.

3. Entrance to the Examination Room
   Students may not enter or leave the examination room without the consent of the supervising teacher. Students who arrive more than one hour after an examination has started will be allowed to write only if, in the opinion of the supervising teacher, there are extenuating circumstances.

4. Material Exchanges
   Neither copying nor exchanging of material between students is allowed. No notes, papers, or books may be brought into the examination room (for exceptions, see #9 below). Students must not talk, whisper, or exchange signs with one another.

5. Discussion
   Students may not discuss the examination with the supervising teacher, except when the examination is incomplete or illegible.

6. Answer Sheets
   Only an HB pencil may be used to record answers on the multiple-choice answer sheet.

7. Written Response
   All work for the written-response portions of diploma examinations must be done in the examination booklet. Students are requested to write their revised work in blue or black ink for English 30, English 33, Social Studies 30, and Biology 30.

8. Identification on Examinations
   Only the identification requested is to be entered on the examination booklet. Do not write your name or school anywhere in or on the booklet other than those places requested.

9. Aids Allowed
   English 30 and English 33: An English dictionary and a thesaurus may be used for Part A only. Mathematics 30, Chemistry 30, and Physics 30: A separate data sheet or booklet will be provided for each of these examinations.
   Scientific calculators, rulers, and protractors may be used in ALL examinations but may NOT be shared by students.

10. Materials

Students must provide their own writing materials including pens, HB pencils, scientific calculators, or other necessary instruments. Tear-out pages for rough work are provided in each biology, chemistry, mathematics, and physics examination booklet.

11. Translation Dictionaries

No translation dictionaries are permitted in any subject. Exchange students must satisfy the same requirements as any other students.

Appendix D

# PROCESSING OF MARKS FOR RESULTS STATEMENTS, TRANSCRIPTS, AND DIPLOMAS

Effective January 1989

## I. PROCESSING OF FINAL MARKS FOR RESULTS STATEMENTS

Please note that marks shown on results statements may, or may not, correspond to the marks shown on the official transcript due to the revised policy on *Official Transcripts: Recording of Final Marks* (effective January 1, 1989) (see Appendix E, page 29). The results statement will report the diploma examination mark achieved with the most recent school mark; whereas the transcript will report the highest school mark, highest diploma examination mark, and highest final mark. This difference will apply only to those students having either a previous school mark, or a previous examination mark for a specific subject. Refer below to section II. Transcripts.

The manner in which final marks are calculated is dependent upon a number of variables determined by the background and age of the students. The students may be categorized into three broad groups, each of which has subgroups dependent upon the students' status:

1. Student Registered for Classroom Instruction

Most students writing diploma examination subjects are either registered at an accredited Alberta High School or at the Alberta Correspondence School. The school mark,* which is forwarded by the school, is used in the blending process subject to the following distinctions:

a. Regular Students -- For all regular students the school mark (SM) and the examination mark* (EM) are combined on a 50/50 basis to calculate the highest final score.

b. Students With Mature Status -- For students with mature status the school mark is used in the blending process only if it is greater than the examination mark. If the school mark is lower than the examination mark, the school mark is disregarded, and the examination mark becomes the final mark. In both cases, all three marks will appear on the results statements.

| EXAMPLE | SM | EM | FINAL |
|---|---|---|---|
| Student A (Regular) | 60 | 70 | 65 |
| Student B (Mature) | 60 | 70 | 70 |
| Student C (Mature) | 80 | 70 | 75 |

2. Students Not Registered for Classroom Instruction But Writing a Diploma Examination

Some students are permitted to write a diploma examination without taking classroom instruction. These students are either students rewriting an examination or students with mature status challenging an examination. If, during the blending process, situations are encountered where a current examination mark is present but no current school mark is found, the student's

*School mark refers to a school-awarded mark; an examination mark refers to a diploma examination mark.

achievement record is analysed to determine if a school mark has been previously issued. If a school mark has been previously assigned (in the present or previous two school years), that mark, or, if more than one is found, the most recent mark is pulled forward and used in the blending process subject to the following groupings:

a. Regular Students
For regular students the school mark is pulled forward and combined with the examination mark on a 50/50 basis to obtain a new final mark.

b. Students With Mature Status
For students with mature status the school mark is pulled forward only if it is greater than the examination mark. It is then combined with the examination mark on a 50/50 basis to obtain the final mark. If the examination mark is greater than the school mark, the school mark is disregarded and the examination mark is the final mark.

| EXAMPLE | SM | EM | FINAL |
|---|---|---|---|
| Student A (Regular) | 70* | 60 | 65 |
| Student B (Mature) | 80* | 70 | 75 |
| Student C (Mature) | (65)** | 70 | 70 |

* school mark pulled forward
**school mark not pulled forward

If a student has written a diploma examination subject, and no school mark is found to exist for the current or previous two school years, processing occurs as follows:

a. Regular Students
For regular students an NSM (no school mark) is recorded and an INC(incomplete) is assigned as the final mark.

b. Mature Students
For mature students the examination mark is assigned as the final mark.

| EXAMPLE | SM | EM | FINAL |
|---|---|---|---|
| Student A (Regular) | NSM | 70 | INC |
| Student B (Mature) | NA | 60 | 60 |

3. Students Registered for Classroom Instruction But Not Writing the Concurrent Diploma Examination
If a student has been issued a school mark and is missing a current examination mark, the achievement record is analysed for the presence of an examination mark earned in the current or previous two school years. If one is found, or, if more than one is found, the most recent mark is pulled forward and combined with the school mark on a 50/50 basis, regardless of whether or not the student has mature status. Mature status is analysed only when an examination is written. If no eligible examination mark is found, the final mark is assigned as an INC (incomplete).

| EXAMPLE | SM | EM | FINAL |
|---|---|---|---|
| Student A (Regular) | 70 | 60* | 65 |
| Student B (Mature) | 50 | 60* | 55 |
| Student C (Mature) | 80 | 70* | 75 |
| Student D (Mature) | 65 | NW** | INC |

*examination mark pulled forward
**NW - not written

4. Rounding of Marks
Alberta Education does not award final blended marks of 48 or 49 for diploma examination courses. Students may receive a school mark or examination mark of 48 or 49, but in the blending process a final blended mark of 48 or 49 will be raised to 50. The examination mark will be increased accordingly.

## II. PROCESSING OF FINAL MARKS FOR TRANSCRIPTS

A transcript is produced upon the written request of a student. Since this document is a record of achievement, it shows the following:

1. for each subject reported, the course name, language of instruction, year completed, school code, credit earned, and the highest final mark achieved,
2. for each diploma examination subject, the three highest individual marks (school, examination, and final).

Transcripts reporting the above information will constitute a complete record for most students. However, the following exceptions should be noted:

1. transcripts will show only one mark for those subjects completed prior to September 1, 1984, but which are now diploma examination subjects,
2. results in diploma examination subjects will be recorded on the transcript only if a final mark has been calculated, (i.e. no record containing an INC will be shown),
3. if a student repeats any course or rewrites a diploma examination, only the highest school mark, highest examination mark, and highest final mark are shown on the transcript.

## III. ISSUING DIPLOMAS

Diplomas are issued at the end of each semester (March and September), and again in November. Since there are three types of diplomas (General Diploma, Advanced Diploma, and the Advanced Diploma with Excellence), it is possible for a student to be issued a General Diploma at the end of the first semester and, by upgrading his/her academic record during the second semester, an advanced Diploma or Advanced Diploma with Excellence would be issued in September. Refer to the *Junior-Senior High School Handbook* for a description of the Advanced Diploma requirements.

Since 1986, those subjects used in meeting the requirements for a diploma are printed on the reverse side of the diploma. In this printing only the names of the courses and marks achieved at the time the diploma is issued are shown. The total accumulated credits earned are indicated below this record.

Appendix E

# REVISED POLICY
# OFFICIAL TRANSCRIPTS: RECORDING OF FINAL MARKS

## BACKGROUND

Currently, when a student repeats a course or rewrites a diploma examination, Alberta Education's policy is to report both the student's previous final mark and the new final mark on the official transcript. If the student has made three or more attempts to raise the final mark, the transcript shows the final mark of the most recent attempt and the highest final mark of all previous attempts.

As a consequence of current policy, it is evident that some students are reluctant to rewrite a diploma examination or to retake a course, in that, if they are not successful in raising the previous mark, the most recent mark, which may be a lower mark, will appear on the transcript. The student's unsuccessful attempt to improve his/her record is very apparent on the transcript. Also, in cases where students have been successful in improving their marks, the previous mark, which may have been a failed attempt, may cause unnecessary concerns about the student's capabilities in the minds of those to whom the official transcripts are directed.

In summary, continuance of this policy does not appear to support the intent of Alberta Education, which is to encourage students to seek the highest level of achievement possible for them.

Following a review of the issue, Alberta Education has approved that, while the Student Evaluation and Records Branch will maintain a record of all individual student achievement, only the student's highest final mark in the course will appear on an official transcript.

## POLICY

Effective January 1, 1989, a student's Alberta Education official transcript will report only the highest final mark achieved by the student in the course.

## IMPLEMENTATION

Non-Diploma Examination Courses

The student's official transcript will report the single, highest final mark achieved by the student in the course.

Diploma Examination Courses

The student's official transcript will report the single, highest final mark achieved in the diploma examination course. The single highest final mark will be calculated using the student's highest reported school mark and the highest mark achieved by the student in the respective diploma examination.

Eligibility Criteria and System Management - Diploma Examination Courses

Beginning with the January 1989 administration of the Diploma Examinations, Alberta Education will provide for the single highest final mark in each of the diploma examination courses to be calculated utilizing the student's highest school mark and the student's highest examination mark achieved in the respective courses. The highest school mark and the highest diploma examination mark achieved in the course from the current school year and the previous two school years will be eligible marks.

Alberta Education will manage and process automatically, on a course by course basis, the records of the following eligible students:

1. All first time diploma examination registrants - January 1989;

2. All students with one or more course components (either school mark and/or examination mark) or final marks on file since January 1987 and who present any required new course component(s) in January 1989 and subsequently;

Other Diploma Examination Course Students

Students with two or more diploma examination course final marks on file since the implementation of the Provincial Diploma Examination Program may apply in writing to the Special Cases Committee, Alberta Education and request that the special blending provisions of this policy be applied to their Alberta Education student record.

Processing of Marks for Results Statements, Transcripts, and Diplomas (under review)

The general principles and specific policies contained within Appendix D, page 26, shall continue to be applied in so far as they do not conflict with the intent of the new policy.

Appendix F

# POLICY
# SPECIAL EXAMINATION PROVISIONS
# FOR STUDENTS WITH A LEARNING DISABILITY

## INTRODUCTORY STATEMENT

The *Goals of Basic Education for Alberta* identify "competency in reading and writing" as the first of the six Goals for Schooling. As a result, the Program of Studies statements for language arts include reading and writing as major objectives for all students. The Diploma Examination Program requires those students wishing to obtain an Alberta High School Diploma to demonstrate their competency in reading and writing along with other skills and knowledge. Furthermore, there is a widespread expectation on the part of members of the public that holders of a high school diploma will in fact be competent in reading and writing.

At the same time, many students who have a learning disability possess the ability to understand, synthesize, and communicate ideas, but are unable to demonstrate these skills through the conventional modes of print and the written word.

Because of its commitment to the provision of equitable access to educational opportunities for all students, Alberta Education is obliged to make every reasonable effort to meet the needs of all Alberta students where diploma examination writing is concerned. To that end, Alberta Education has developed the following policy that acknowledges some of the special needs of those students with a learning disability who wish to take diploma examinations.

The policy statement, guidelines, and procedures are designed to ensure that provisions for meeting the special needs of students with a learning disability are applied equitably. Concurrently, the policy is intended to ensure that the goals of the Program of Studies are maintained and that the meaning of the high school diploma is not jeopardized.

The fundamental principles upon which the policy statement is based are these:

1. Students with a learning disability must be given a reasonable opportunity to demonstrate their competencies in diploma examination subjects.

2. The special assistance allowed a student with a learning disability in completing a diploma examination must not result in any misinterpretation of that student's subsequent high school diploma.

3. Fairness to students with a learning disability should take into account perceived fairness to other students.

4. The most current and professionally interpreted assessment of a student's learning disability must accompany the request for special examination taking provisions in order to ensure equity in allowing exceptions to the usual conditions.

5. Special writing provisions should parallel as much as possible any special classroom and/or school procedures used to assist those students who are identified as having learning disabilities.

6. Marking procedures, evaluation criteria, and scoring standards should be the same for those students who take diploma examinations under special conditions as for all students.

7. Requests on behalf of students who require special consideration for taking diploma examinations should be made with the knowledge and consent of the student and his or her parents.

## POLICY

In accordance with principles of equity, Alberta Education will, for students with a learning disability who wish to take diploma examinations, approve exceptions to the usual procedures.

## GUIDELINES

1. Exceptions to usual procedures for taking diploma examinations may be approved for students with a learning disability in order that they are given the opportunity to demonstrate their competencies in an appropriate manner.

2. For the purposes of this policy, students with a learning disability are individuals who manifest no sensory or motor impairment yet suffer from a chronic disorder that may have as its basis either an identifiable or inferred central nervous system dysfunction. Such students are likely to be underachieving relative to their learning potential as indicated by a combination of standardized achievement measures and individual ability assessments.

3. Requests for special writing circumstances for students with a learning disability should include the following documentation:

    3.1 Test data from individual ability measures (e.g. WISC-R or Stanford-Binet) and from standardized achievement tests (e.g. Canadian Achievement Test or the Canadian Test of Basic Skills). Individual ability data should have been compiled within two years prior to application. Standardized achievement test data should have been compiled within five years, and should have been gathered at least twice in order that instructional and motivational factors can be ruled out as causing the results.
    3.2 Individual ability and achievement tests should be administered and interpreted by a clinician qualified in child development and in psycho-educational assessment. There should be evidence in the test data that the student's estimated learning potential is within the average group for the subject in question even though his/her performance may be below potential.
    3.3 A description of the special assistance usually given to the student during the course of instruction and during regular evaluation in the school should be provided. Anecdotal references to previous school experiences would also be useful.
    3.4 A recommendation for the type of examination writing situation that most closely parallels the assistance usually given to the student should accompany the request for special examination taking provisions.

4. Special provisions for students with a learning disability may include one or more of the following:

    4.1 services of a scribe;
    4.2 tape-recorded versions of examinations to accompany printed versions (the necessity to permit a reader is obviated by this provision);
    4.3 use of a word processor or typewriter;
    4.4 use of a tape recorder or dictaphone in lieu of a scribe;
    4.5 additional writing time; and
    4.6 other adjustments as approved by the Special Cases Committee on request.

5. Requests for permission to use a word processor as in #4.3 should be accompanied by the name and complete description of the word processing software to be used. The assistance of spell-check, grammar or punctuation scans, an on-line thesaurus, or style guides is not permitted.

6. Approval of extra writing time will be based on the practice normally followed by the school in evaluating the student. Ordinarily, the provision of extra time will be limited to one hour. To spare the student from spending unreasonable lengths of time on the examination (e.g. five hours or more), the total writing time, generally, should not exceed twice the scheduled time.

7. Special provisions actually followed during the examination must be documented and submitted to the Student Evaluation and Records Branch as part of the principal's statement of examination procedures.

8. If special provisions were approved but not used by the student, the principal's statement must indicate that the special provisions were not used.

9. Alberta Education will indicate on the transcript of marks the special circumstances that were allowed and utilized in the writing of a particular examination.

PROCEDURES

1. Teachers will identify those students who qualify for special examination writing provisions and will inform the principal of the special assistance those students normally receive. This should be done at the beginning of each school term.

2. At the request of the teacher, and with the full knowledge and consent of the student and his/her parents, the principal will:

   2.1 make application for exceptions to normal examination writing procedures to the Executive Secretary of the Special Cases Committee on behalf of the student;
   2.2 submit the application as soon as possible during the term of instruction so that there will be adequate time for decisions to be made fairly, and for special requests to be accommodated once approval is given;
   2.3 provide thorough and current documentation concerning a student's learning disability (see Guidelines 3.1, 3.2);
   2.4 recommend the most appropriate type(s) of intervention for the student (see Guideline 3.4).

3. Once approval for intervention is received, the principal is responsible for:

   3.1 ensuring that the approved procedures have been appropriately carried out, and that examination security has been maintained;
   3.2 submitting a signed description of the procedures followed to assist the student;
   3.3 including in the statement of examination proceedings details regarding the amount of additional time used by the student, and verifying that no more than the approved amount of additional time was used;
   3.4 including in the statement of examination proceedings details regarding approved special provisions that were NOT used;
   3.5 appointing a scribe as approved; arranging for appropriate space for the scribe, student, and observer; and verifying the accuracy of the scribe's statement of procedure;

3.6 ensuring that necessary hardware and software (e.g. tape recorders, earphones, microphones, word processors) are available, in working order, and in a space appropriate for writing the examination;
3.7 ensuring that security of tape-recorded examinations is maintained, and that all tape recordings are returned to the Student Evaluation and Records Branch.

4. Should a scribe be appointed, the scribe is responsible for:

4.1 recording the student's work with NO change of any kind;
4.2 presenting a signed description of the procedures that were followed by the scribe to the principal for inclusion with his/her statement of examination proceedings.

5. A scribe may not:

5.1 ask leading questions;
5.2 provide suggestions or interpretations of any kind;
5.3 correct spelling or grammar;
5.4 make any changes to the student's work unless directed to do so by the student.

Appendix G

# POLICY
# SPECIAL EXAMINATION PROVISIONS
# FOR STUDENTS WITH A PHYSICAL DISABILITY

## INTRODUCTORY STATEMENT

Because of its commitment to the provision of equitable access to educational opportunities for all students, Alberta Education is obliged to make every reasonable effort to meet the needs of all Alberta students where diploma examination writing is concerned. To that end, Alberta Education has developed the following policy that acknowledges some of the special needs of students with a physical disability who wish to take diploma examinations.

The policy statement, guidelines, and procedures are designed to ensure that provisions for meeting the special needs of students with a physical disability are applied equitably. At the same time, the policy is intended to ensure that the goals of the Program of Studies are maintained, and that the meaning of the high school diploma is not jeopardized.

The fundamental principles upon which the policy statement is based are these:

1. Students with a physical disability must be given a reasonable opportunity to demonstrate their competencies in diploma examination subjects.

2. The special assistance allowed a physically disabled student in completing a diploma examination must not result in any subsequent misinterpretation of that student's high school diploma.

3. Fairness to students with a physical disability should take into account fairness to other students.

4. Confirmation by a physician or surgeon that a student's physical disability requires taking diploma examinations with special provisions must accompany a request for special circumstances.

5. Special writing provisions should parallel as much as possible any special classroom and/or school procedures used to assist those students who have physical disabilities.

6. Marking procedures, evaluation criteria, and scoring standards should be the same for those students who take diploma examinations under special conditions as for all students.

7. Requests on behalf of students who require special consideration for taking diploma examinations should be made with the knowledge and consent of the student and his/her parents.

## POLICY

In accordance with principles of equity, Alberta Education will, for students with a physical disability who wish to take diploma examinations, approve exceptions to the usual procedures.

GUIDELINES

1. Exceptions to usual procedures for taking diploma examinations may be approved for students with a physical disability in order that they are given the opportunity to demonstrate their competencies in an appropriate manner.

2. For the purposes of this policy, students with a physical disability are individuals who suffer from a permanent or long-standing disability such as vision impairment, a paraplegic or quadraplegic condition, hearing loss, cerebral palsy, etc.

   OR

   students with a physical disability are those who incur a temporary but disabling injury that will interfere with normal examination writing (e.g. a broken writing hand).

3. Requests for special writing circumstances for students with a physical disability should include the following documentation:

   3.1 For students with long-term physical disabilities, current medical reports with respect to examination taking should be presented. Such reports should be interpreted and signed by a medical doctor.
   3.2 For students suffering from temporary disabilities, a similar medical report interpreted and signed by a medical doctor should accompany the request.
   3.3 A description of the special assistance usually given to the student with a long-term disability during the course of instruction and during regular evaluation in the school should be provided. Anecdotal references to previous school experiences would also be useful.
   3.4 A recommendation describing the type of examination writing situation that most closely parallels the assistance usually given to the long-term disabled student should accompany the request for special examination taking provisions.
   3.5 A recommendation for the most appropriate type of examination writing assistance for the temporarily disabled student should accompany the request for special provisions.

4. Special provisions for students with a physical disability may include one or more of the following:

   4.1 services of a scribe;
   4.2 services of a person skilled in using sign language to sign examination questions only;
   4.3 tape-recorded versions of examinations accompanying printed versions (the necessity to permit a reader is obviated by this provision);
   4.4 specially printed examinations (e.g. large print, braille);
   4.5 use of a word processor, typewriter, or versabrailler;
   4.6 use of a tape recorder or a dictaphone in lieu of a scribe;
   4.7 additional writing time;
   4.8 exemption from writing; and
   4.9 other adjustments as approved by the Special Cases Committee on request.

5. Requests for permission to use a word processor as in #4.5 should be accompanied by the name and complete description of the word processing software to be used. The assistance of spell-check, grammar or punctuation scans, an on-line thesaurus, or style guides is not permitted.

6. Approval of extra writing time will be based on the practice normally followed by the school in evaluating the student. Ordinarily, the provision of extra time will be limited to one hour. To spare the student from spending unreasonable lengths of time on the examination (e.g. five hours or more), the total writing time, generally, should not exceed twice the scheduled time.

7. Special provisions actually followed during the examination must be documented and submitted to the Student Evaluation and Records Branch as part of the principal's statement of examination procedures.

8. If special provisions were approved but not used by the student, the principal's statement must indicate that the special provisions were not used.

9. Alberta Education will indicate on the transcript of marks the special circumstances that were allowed and utilized in the writing of a particular examination.

PROCEDURES

1. Teachers will identify those students who qualify for special examination writing provisions and will inform the principal of the special assistance those students normally receive. This should be done at the beginning of each school term when possible.

2. At the request of the teacher, and with the full knowledge and consent of the student and his/her parents, the principal will:

   2.1 apply for exceptions to normal examination writing procedures to the Executive Secretary of the Special Cases Committee on behalf of the student;
   2.2 submit the application as soon as possible during the term of instruction so that there will be adequate time for decisions to be made fairly, and for special requests to be accommodated once approval is given;
   2.3 provide thorough and current documentation concerning a student's physical disability (see Guidelines 3.1, 3.2);
   2.4 recommend the most appropriate type(s) of intervention for the student (see Guideline 3.4, 3.5).

3. Once approval for intervention is received, the principal is responsible for:

   3.1 ensuring that the approved procedures have been appropriately carried out, and that examination security has been maintained;
   3.2 submitting a signed description of the procedures followed to assist the student;
   3.3 including in the statement of examination proceedings details regarding the amount of additional time used by the student, and verifying that no more than the approved amount of additional time was used;
   3.4 including in the statement of examination proceedings details regarding approved special provisions that were NOT used;
   3.5 appointing a scribe or sign language interpreter as approved; arranging for appropriate space for the scribe, student, and observer; and verifying the accuracy of the scribe's or interpreter's statement of procedure;
   3.6 ensuring that necessary hardware and software (e.g. tape recorders, earphones, microphones, word processors) are available, in working order, and in a space appropriate for examination taking;
   3.7 ensuring that security of tape-recorded and braille examinations is maintained, and that all tape recordings and braille examinations are returned to the Student Evaluation and Records Branch.

4. Should a scribe be appointed, the scribe is responsible for:

   4.1 recording the student's work with NO change of any kind;
   4.2 presenting a signed description of the procedures that were followed by the scribe to the principal for inclusion with his/her statement of examination proceedings.

5. A scribe or a sign language interpreter may not:

   5.1 ask leading questions;
   5.2 provide suggestions or interpretations of any kind;
   5.3 correct spelling or grammar;
   5.4 make any changes to the student's work unless directed to do so by the student.

Appendix H

# CERTIFICATE of ILLNESS

## I hereby certify that:

PATIENT'S NAME: _____ is/was under my care and attention from _____ to _____ and in my opinion is/was unable to write his/her Alberta High School Diploma Examination(s) during the above period for valid medical reasons.

## Additional information as deemed appropriate:

_____

_____

_____

DOCTOR'S NAME (please print): _____

DOCTOR'S SIGNATURE: _____ DOCTOR'S OFFICIAL STAMP

DATE: _____

STUDENT: Please have the certificate completed by your doctor and then submit the validated certificate to your principal.

PRINCIPAL:

I recommend that: _____ _____
name of student Alta. I.D. or date of birth

☐ be granted an exemption in (diploma examination) _____
☐ be granted a partial exemption in (diploma examination) _____
☐ write at the next administration (diploma examination) _____

COMMENTS: _____

_____

_____

SCHOOL: _____ SCHOOL CODE: _____ PHONE NUMBER: _____

PRINCIPAL'S NAME (please print): _____

PRINCIPAL'S SIGNATURE: _____ DATE: _____

HOME PHONE NUMBER: _____

Please submit completed certificate to: SCHOOL'S OFFICIAL STAMP
The Executive Secretary
Special Cases Committee
Alberta Education
11160 Jasper Avenue
Edmonton, Alberta
T5K 0L2.

# Appendix I

To be submitted by School Principal to Director, Student Evaluation and Records Branch

STUDENT EVALUATION AND RECORDS BRANCH
ALBERTA EDUCATION
PROVINCIAL DIPLOMA EXAMINATIONS

11160-Jasper Ave.
Edmonton, Alberta
T5K 0L2
(403) 427-5306

APPLICATION TO ESTABLISH A SPECIAL WRITING CENTRE WITH PRESIDING EXAMINER

STUDENT NAME: _____ _____ _____
(FIRST) (MIDDLE) (LAST)

ALBERTA EDUCATION I.D. # _____

MAILING ADDRESS _____

POSTAL CODE _____ TELEPHONE (____)_____
(AREA) (LOCAL)

SCHOOL & ADDRESS _____

POSTAL CODE _____ TELEPHONE (____)_____
(AREA) (LOCAL)

EXAMINATIONS REQUIRED (Indicate month and year)

| | | | | | |
|---|---|---|---|---|---|
| ENGLISH 30A | _____ | BIOLOGY 30 | _____ | MATHEMATICS 30 | _____ |
| ENGLISH 30B | _____ | CHEMISTRY 30 | _____ | PHYSICS 30 | _____ |
| ENGLISH 33A | _____ | SOCIAL ST. 30 | _____ | | |
| ENGLISH 33B | _____ | | | | |

PRESIDING EXAMINER

NAME: _____ _____ _____
(FIRST) (MIDDLE) (LAST)

MAILING ADDRESS _____

POSTAL CODE _____ TELEPHONE: HOME (____)_____
(AREA) (LOCAL)
BUS. (____)_____
(AREA) (LOCAL)

ACADEMIC QUALIFICATIONS AND EXPERIENCE:

_____

SPECIAL WRITING CENTRE _____
MAILING ADDRESS _____

POSTAL CODE _____ TELEPHONE (____)_____
(AREA) (LOCAL)

REASONS FOR REQUESTING SPECIAL WRITING CENTRE

_____

(if space insufficient, please use overleaf)

PRINCIPAL'S SIGNATURE: _____ DATE _____

PRINCIPAL'S NAME: _____ SCHOOL STAMP/SEAL _____

STUDENT EVALUATION AND RECORDS BRANCH APPROVED/NOT APPROVED

AUTHORIZED SIGNATURE: _____ DATE _____

REVISED 1987-07 SWC-1

Appendix J

# POLICY
# USE OF CALCULATORS
# ON ALBERTA EDUCATION TESTS AND EXAMINATIONS

## GENERAL CLASSROOM USE

Since the last policy statement on the use of calculators was distributed in 1981, there has been a phenomenal change in the capacity and power of the pocket calculator. Very sophisticated machines are available to students at very reasonable prices. Scientific calculators, that is, calculators with the trigonometric and logarithmic keys, can and should be purchased and used by students in high school mathematics and physical science courses. Calculators with greater power and capacity to compute and store data bases and that operate as electronic notebooks are also available, albeit at a price that is somewhat beyond what one would include as normal school supplies. As calculator technology changes, teachers will have to keep up-to-date with respect to the situation. At this time, all grade 12 students can be held responsible for acquiring and learning to use a scientific calculator.

The use of programmable calculators with numeric output should also be encouraged. The exercise of programming calculators is a valuable educational experience. Indeed, the electronic notebooks are also a useful teaching tool. Teachers should offer educational experiences based on the use of evolving technologies by providing challenging activities that lead to the integration of such technologies into the high school student's problem-solving strategies.

Similarly, grade 9 students should be proficient in the use of calculators with memories. Although it is not expected that a provincial achievement test would require the use of such calculators, the use of calculators should be encouraged and a gradual increase of skill in the use of specialized functions should be expected throughout the school program so that mastery of such instruments is in place for high school.

While the use of calculators should be encouraged in the elementary grades, it is equally unlikely that there will be a requirement for such instruments on the grades 3 or 6 achievement tests.

Since the situation regarding the technology, availability, and use of calculators is still quite fluid, this policy will be reviewed on a yearly basis.

## USE ON EXAMINATIONS

### POLICY

Alberta Education encourages the use of calculators in classrooms but, in order to ensure fairness and equity for students, the use of calculators that are equipped to show or print alphabetic output in natural languages is not permitted on provincial examinations and tests. Students writing mathematics, chemistry, and physics examinations are expected to have and use scientific calculators.

GUIDELINES

1. Approved calculators for use in examinations and tests administered on behalf of Alberta Education are characterized as those calculators which *cannot* graph mathematical functions, factor an algebraic function, accept alphabetic input nor produce alphabetic output, store natural language text, or attach to peripheral printers, disk drives, or other such devices.

2. Calculators with programmable features are approved for use in examinations provided that the memories have been cleared prior to the start of the examination or test.

PROCEDURES

1. Supervising teachers will inspect all calculators brought into an examination room to ensure that this policy is not violated.

2. Assistance in clearing the memories of programmable calculators may be sought from other staff members.

3. Identification of approved calculators is the responsibility of the principal. Any exceptions to the guidelines must be approved by the Director, Student Evaluation and Records Branch, Alberta Education, prior to the day of examination.

Appendix K

# Statement of Scribe and Supervising Teacher

Alberta EDUCATION

I, _____ and _____,
scribe supervising teacher

having read the procedures governing the use of scribes found in the *Directives for Administration*, certify that to the best of our abilities

the diploma examination(s) held at _____
school

during the _____ 1988 examination period for _____
date student's name

☐ was administered and supervised in accordance with the specified procedures under the directive of the Director of the Student Evaluation and Records Branch.

or

☐ was administered and supervised in accordance with the specified procedures under the directive of the Director of the Student Evaluation and Records Branch except as follows:

_____
_____
_____
_____

Dated this _____ day of _____, 1988

_____
scribe

_____
supervising teacher

_____
school code

Please sign and return to the principal.

Appendix L

## ALBERTA EDUCATION CONTACTS

For additional copies of this bulletin, or information regarding results statements, transcripts, diplomas, or examinations contact:

MAILING ADDRESS
Student Evaluation and Records Branch
Alberta Education
Devonian Building, West Tower
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2

OFFICE ADDRESS
Student Evaluation and
Records Branch
5th Floor, Harley Court
10045 - 111 Street
Edmonton, Alberta
(See map on page 45)

For inquiries regarding special circumstances contact:

Executive Secretary
Special Cases Committee
Alberta Education
Devonian Building, West Tower
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2
Telephone: 427-5306

For the purchase of previous diploma examinations contact:

Learning Resources Distributing Centre
Alberta Education
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: 427-2767

For inquiries regarding course content and curriculum contact:

Curriculum Design Branch
Alberta Education
Devonian Building, West Tower
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2
Telephone: 427-2984

Regional Offices of Alberta Education

Grande Prairie 538-5130
Edmonton 427-2952
Red Deer 340-5262
Calgary 297-6353
Lethbridge 381-5243

Inquiries regarding results statements, diploma examination marks, and examination administration should be directed to:

Assistant Director
Examination Administration
Student Evaluation and Records Branch
Telephone: 427-5306

Inquiries regarding transcripts, diplomas, school marks, and the evaluation of credentials should be directed to:

Assistant Director
Data Analysis and Student Records
Student Evaluation and Records Branch
Telephone: 427-5306

Inquiries regarding the Field Testing Program should be directed to:

Supervisor, Field Testing Administration
Student Evaluation and Records Branch
Telephone: 422-4858